



## **GUIDE TO COMPLETING THE DS-7002 TRAINING/INTERNSHIP PLACEMENT FORM (TIPP FORM)**

*The DS-7002 is a U.S. State Department form for the J-1 Student Intern visa application. It should be completed following this guide. The official DS-7002 is embedded in SEVIS and must be completed and printed by ISO. A template DS-7002 is provided by ISO with certain fields pre-populated. Please complete the rest of the DRAFT form and return to ISO. Once the SEVIS copy is complete, ISO will submit it to you for the supervisor's signature.*

### **Section 1: Additional Exchange Visitor Information**

- Complete participant information based on information provided in the student's CV or resume. This will include field of study, years of experience in their field (can be based on schooling).
- Occupational category can be left blank.
- The type of degree is the name of the home country degree the student is currently pursuing with the expected completion date.
- The training/internship dates will reflect the dates of the position at UMass Medical School and will coincide with the dates on the DS-2019 certificate of eligibility.

### **Section 2: Compensation**

- Most of section 2 is pre-populated for you.
- Compensation determines if this is a paid or unpaid internship. If paid, provide hourly wage. i.e \$15 per hour.
- UMMS's Workers Compensation policy WILL cover PAID interns. It will NOT cover UNPAID interns. Answer "Yes" for paid interns. Answer, "No, exempt" for unpaid interns.

### **Section 3: Certifications**

- DO NOT sign the Trainee/Intern section, the ISO will coordinate this.
- DO NOT sign the Sponsor section, the ISO will complete this section.

### **Section 4: Training/Internship Placement Plan**

- Retype the student intern's last name and first name as it is written in their passport.
- Program Supervisor is the PI hosting the student intern. Complete their name, title and contact information as indicated.

### **PHASE INFORMATION**

- If Internship is longer than 3 months, three separate phases are recommended and will each require its own section 4 page.
- Phase site name: Department Name
- Training/Internship Field: field of research
- Phase Site Address: location of internship (i.e. Lazare Research Building)
- Phase Name: Use title reflecting the topic of the research or phase plan. (i.e. Phase 1: Instruction, Phase 2: Optimization, Phase 3: Implementation).
- The start and end date should reflect the start and end dates of each Phase.
- Each box must be completed and must reflect internship tasks and goals, and not emphasize regular employment. The purpose is to provide the intern with a structured student work-based program that will reinforce the student's academic study upon return.
- The section regarding American cultural activities can reflect activities such as: lab socials, weekly lab meetings, student events, local cultural events, on-campus programs and lectures, sightseeing/tours, meals with US colleagues, etc.
- The "Knowledge/Skills/Techniques will be learned" section refers to the skills that your intern is to acquire or develop during the program, not the intern's skills you are seeking to utilize.
- Phase Supervisor section DOES NOT NEED TO BE SIGNED UNTIL FINAL DS-7002 T/IPP has been issued through SEVIS. ISO will send it to the PI for signature.

Please contact your ISO Immigration Specialist if you have any questions.